

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Education, Tertiary Education, Science and Technology

Post: Director, Quality Assurance

Salary: Rs 110,125 (06 000 107)

Effective Date: 23 February 2024

Qualifications: By selection from among –

A. officers of the Ministry who hold a substantive appointment in the grade of Assistant Director (Quality Assurance)

AND

B. candidates who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
- (ii) possess a degree or joint degree from a recognised institution;
- (iii) possess a Master's Degree from a recognised institution

OR

Equivalent qualifications to B(i), B(ii) and B(iii) above acceptable to the Public Service Commission;

- (iv) reckon at least 10 years' experience at managerial level, not below the level of an Assistant Director or equivalent deputy head in a recognised educational or other relevant organisations in the –
 - (a) formulation of policies for the effective direction;
 - (b) implementation and monitoring of projects and programmes pertaining to the Education Sector; and
- (v) are computer literate.

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CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

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Note

Qualification at B(i) above should have been obtained prior to qualification at B(ii) above and qualification at B(ii) above should have been obtained prior to qualification at B(iii) above. However, candidates who, as at 30 June 2008, did not possess the qualification at B(i) above but who possess the qualifications at B(ii) and B(iii) above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a PhD or a second Master’s Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at B(ii) and B(iii) above and at (b) under ‘Note’.

C. Candidates should –

- (i) have experience in Curriculum Development, Pedagogy, Assessment and Evaluation and School Leadership;
- (ii) possess good leadership and management skills;
- (iii) possess good interpersonal and communication skills;
- (iv) possess good analytical skills and have the ability to think proactively and act independently;
- (v) have knowledge in national and international educational norms and standards;

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- (vi) have sound experience in quality audit, preferably in the education sector; and
- (vii) be of high level trust, integrity and accountability.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To design quality assurance plans and projects related to teaching and learning and to carry out quality audit of human resources, curriculum, infrastructure and equipment while aiming at improving the performance of educators in classes and quality learning ability of students at all levels.

Duties:

1. To be responsible for the administration and management of the Quality Assurance and Inspection Division.
2. To control and supervise the work of professional and non-professional staff.
3. To establish plans for quality assurance at all levels of the education system.
4. To ensure the monitoring and evaluation of programmes and projects related to teaching and learning.
5. To advise on curriculum development and evaluation.
6. To lead the Quality Assurance and Inspection Division in reaching quality assurance targets.
7. To be responsible for the formulation and execution of policies related to the development, maintenance and improvement of academic standards as approved.
8. To supervise the development of performance indicators and tools for schools to use as benchmark.
9. To advise on all matters pertaining to quality assurance.
10. To provide periodic reports on the management and performance of schools.
11. To ensure that staff development programmes based on feedback from quality assurance exercises are organised by relevant institutions.

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12. To monitor strategies adopted by schools to improve performance standards according to indicators mentioned in the Budgets and Performance Management System.
13. To supervise the organisation of inspection visits to schools and to provide reports on the status of teaching and learning in schools.
14. To devise strategies, programmes and activities to ensure compliance with the norms and standards of best management practices and teaching in schools.
15. To provide advice and assistance with a view to enhancing the quality of school programmes.
16. To evaluate work performance of the staff of the Quality Assurance and Inspection Division in line with the provisions of the Performance Management System implemented at the Ministry.
17. To work closely with educational institutions, Directorates and the Private Secondary Education Authority in developing training programmes at all levels to improve performance and ensure quality assurance in schools.
18. To establish linkages with external partners (local and international) to seek collaborative support for the smooth running of projects and programmes in quality assurance.
19. To use ICT in the performance of his duties.
20. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director, Quality Assurance in the roles ascribed to him.



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